



OFFICE OF BUILDING CONSTRUCTION ZONING & CODE ENFORCEMENT

Mayor, Matthew T Ryan
Supervisor, Thomas F Costello

INSTRUCTIONS FOR COMPLETING A SIGN PERMIT APPLICATION

The City of Binghamton has an ordinance which requires certain standards be adhered to when constructing, altering, relocating, or replacing a sign. Property owners erecting a sign without a Sign Permit can be fined and required to dismantle the sign if it does not meet the standards outlined in the Sign Ordinance.

THE FOLLOWING STEPS ARE REQUIRED TO OBTAIN A SIGN PERMIT:

- Step 1) Complete the attached Sign Permit Application and payment of fee.
- Step 2) Submit application for review by the Office of Building Construction, Zoning & Code Enforcement.
- Step 3) If the sign will be located in a historical district or landmark property, the application will be transmitted to CAUD for review.
- Step 4) The applicant does not have to be present at the CAUD meeting. However, we recommend that applicants attend the meeting and be available to answer any questions about the proposed sign.
- Step 5) Following review, CAUD will either "Approve," "Approve with Modifications," or "Disapprove" the application. If a sign is disapproved, we will provide assistance to the applicant as required to design an acceptable and affordable sign.

**Note: Completed applications must be submitted seven (7) working days prior to CAUD meetings in order to guarantee proper review. CAUD meets on the last Tuesday of every month.*



BUILDING CONSTRUCTION ZONING & CODE ENFORCEMENT

SIGN PERMIT

Permit No.

Tax Map #

SUBMISSION DATE:

SIGN LOCATION (PROPERTY ADDRESS)

FULL NAME, ADDRESS, PHONE, AND EMAIL REQUIRED BELOW

1. Property Owner-Applicant:
2. Sign Vendor/Designer:
3. General Contractor/Installer:
4. Licensed Electrical Contractor:

DESCRIPTION OF WORK – Submit required documentation, as below. Provide additional description or details with additional page(s)

1. **Color Photos:** Provide digital photographic file and hard copy. Images must include entire face of structure where sign will be mounted. Image set for any type of freestanding sign, such as pole sign or , to include image of the site where sign is to be located, inclusive of adjacent streets, sidewalks, curb cuts, driveways or physical features related to traffic.
2. **Design drawing(s):**
 - a. Provide scale drawing to show and describe materials of construction, structural frame, method of illumination, color scheme, scale and typeface of Sign Lettering; scale and rendering of graphics
 - b. Provide physical dimensions for all sign elements, including height from ground; width, length, and depth of sign. Where sign projects from wall surface, provide this dimension.
 - c. Provide detailed description of the Method of Attachment
 - d. Provide Site Plan to show all relevant features, including: building layout; sign location; building dimensions at relevant face(s); lot frontage; distance to curb cuts, sidewalks, and ROW boundary
3. **Certificate of Appropriateness (CAUD)** – Required for sign located in historic district or on landmark property.

INSURANCE & FEE

1. **Liability Insurance:** For any sign projecting over public Right-of-Way or street, the Applicant must provide a Liability Insurance policy, specifically naming the "City of Binghamton" as an Additional Insured party to policy
2. **Schedule of Fees:** Sign Area $\leq 150\text{sf}$ = **\$50** Sign Area $> 150\text{sf} < 300\text{sf}$ = **\$75.00** Sign Area $> 300\text{sf}$ = **\$150**
Note: **\$20.00** surcharge for each illuminated sign

3. **Amount of Fee:** **Cash** **Check #**

STAFF USE ONLY BELOW

Zoning District and Approved Use: Existing

Proposed

Department	Date	Approved By	Notes
PHCD			
CAUD			
OBCZCE			

The owner of the above described property hereby approved this application and agrees to comply with all ordinances of the City of Binghamton and to do no work not specifically covered by this application. "I declare, under penalties of perjury, that this application, including any accompanying plans, specifications, etc. has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement of the work to be covered by this application.

Applicant Name (print/type):

Phone :

Applicant Signature: _____

Email: